

SITE VISIT NOTES

DATE : August 26, 2014 at 10:00 a.m.
SUBJ. : Site Visit for Gym Deck (14-Q-3021)
PARTICIPANTS: Attendees cited in Access Request
Carl Edwards Facilities Maintenance Officer
Erhan Uzun Maintenance Eng. Supervisor
Meral Yalhi Acquisitions Supervisor

USG (United States Government) representatives welcomed all attendees for the site visit of the construction of the 'Gym Deck' project. The following issues were discussed:

1. Meral Yalhi provided the following general information on the solicitation:
 - 1.1. This contract is a firm fixed price contract to provide services to construct the 'Gym Deck', including all labor, material, equipment, and services.
 - 1.2. The purpose of the site visit was to convey the solicitation process and provide a chance for the offerors to inspect the site prior to providing a bid.
 - 1.3. Offerors are to provide proposals complete with all the required information:
 - 1.3.1. SF 1442: fill in item numbers 14, 15, 17, 19, and 20. All prices are to be in USD currency.
 - 1.3.2. Price: Sections B and Breakdown of Price are to be filled in.
 - 1.3.3. Work Schedule: in the form of a "bar chart".
 - 1.3.4. Submittals: catalogues of material, as required.
 - 1.3.5. Company and sub-contractor information
 - 1.3.6. Experience and Past Performance: for ongoing and completed work for the past 3 years.
 - 1.3.7. Financial Statements: valid for last 3 years.
 - 1.4. The following amount of insurance is required; bank guarantee worth 20% of the contract total will be provided:
 - 1.4.1. Bodily: Cumulative \$50,000
 - 1.4.2. Property: Cumulative \$100,000
 - 1.5. The awardee is to provide a list of personnel and scanned copies of IDs (kimlik) for security access which will take approximately 5-8 weeks.
 - 1.6. The deadline for questions is August 29th, 2014 at 10:00 a.m.; proposals are due on September 3th, 2014 at 10:00 a.m. both in hardcopy (2 copies) and electronically.
2. Erhan Uzun provided a general summary of the SOW and a walk through of the deck area was conducted.
3. Erhan Uzun stated that the thickness of the andesite stone will be changed and a low retaining wall will be added to the SOW. An amendment will be prepared to this effect.

USG representatives thanked the attendees for showing interest to this solicitation and the meeting was adjourned.